

Town of Cobleskill
Agenda
January 2, 2014
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Call to order at 4:00 pm

OLD BUSINESS:

1.

NEW BUSINESS

1. APPOINTMENTS:

One Year Term:

Bookkeeper – Jeffrey D. Haslun, CPA
Town Historian – Theodore Shuart
Service and Budget Officer – Leo McAllister
Deputy Supervisor – Ken Hotopp
Town Engineer – Jack O. Young
Daniel Crandell
Code Enforcement Officer – Peter Irwin
Dog Control Officer – Allen C. Dibble
Town Representative to the Town/Village Youth Committee –
Safety Committee – Scott Kelley
Town Board Liaison to the Zoning Board of Appeals -
Town Board Liaison to the Planning Board –
Town Board Liaison to Joint Town and Village Highway Committee – Alan Rubin

Town Park Appointments:

Art Boreali – Chair
Bruce Wetsell

Two- Year Appointments:

Town Attorney - Michael West
Highway Superintendent – Michael Persons

Court Clerk Appointment (Judges Recommendation) - Evelyn Tracy

Town Clerk Appointments:

Deputy Town Clerk/Collector/Registrar - Patricia Townes and Theodore Shuart

Highway Superintendent Appointment:

Deputy Highway Superintendent – Aaron Cooper

2. Resolutions:

That the Town Board of the Town of Cobleskill, NY, shall meet the second Monday of each month at 7:30 PM; if the Board meeting falls on a Holiday the following Tuesday will be the official meeting night; that the Times Journal be, and hereby is designated, the official newspaper of the Town of Cobleskill; and that Key Bank NA, NBT Bank, Community Bank, and the Bank of Richmondville be, and hereby are designated, the official depositories of all Town funds and accounts.

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RESOLVED: That the salaries of the Town Officials and the method of payment as provided by Article 3, section 27 and 29 of the Town Law be, and are hereby authorized as follows:

Position	Salary Per Year	Method of Payment
Highway Superintendent	\$48,720.00	Twice Monthly
Code Enforcement Officer (pt)	22,477.00	"
Supervisor	6,578.00	Monthly
Town Clerk	38,340.00	"
Deputy Town Clerk	26,666.00	
Town Justice - elected	17,200.00	"
Dog Control Officer	7,917.00	
Sole Assessor	18,732.00	"
Planning Board Secretary	4,080.00	"
Records Management	1,553.00	"
Councilmen (4)	2,100.00	Quarterly
Town Attorney	6,500.00	"

RESOLVED: That the all full-time hourly employees be paid on a graduated scale from **\$13.00 to \$17.48** per hour, with vacation paid on the hire date anniversary of one week's paid vacation after one year anniversary, two weeks after three year anniversary, three weeks after ten year anniversary. All health insurance for Highway employees and families prior to 1988 to paid by the Town. All eligible employees employed after January 1, 1988, full coverage for the employees and 50% coverage for dependents will be paid by the Town. Life insurance for Highway employees only and disability for all non-elected employees will be paid by the Town; and participation in the NYS Retirement System according to Tier Level for all Town employees, including the elected officials. That the part time Highway employees be paid on a graduated scale from **\$8.00 to \$13.25** per hour. That the part time Court Clerk employee be paid **\$14.75** per hour. That the full time Court Clerk employee be paid **\$14.02** per hour.

That all full-time non-elected employees be granted one half (½) sick day of accumulation per month, not to exceed 50 days. A doctors note is required for three (3) or more sick days used consecutively. Grant on the hire date anniversary twenty-four (24) hours of personal time per year not to exceed the year in which earned. All Personal Time, Over Time and Compensatory Time must be approved by the immediate Supervisor. Over Time and Compensatory Time may not exceed 40 hours of accumulation for the fiscal year of October 1st – September 30th.

Designated Holidays be paid to all full time employees: New Year's Day, Martin Luther King's Day, President's Day, Memorial Day, 4th of July, Labor Day, Election Day, Columbus Day, Veteran's Day, Thanksgiving Day, and the following Friday, and half day on Christmas Eve and Christmas Day.

Note: If the holiday falls on a Saturday the prior Friday will be the day off and if the holiday falls on a Sunday the following Monday will be the day off.

The Superintendent of Highways be authorized to buy and/or rent tools, implements, and

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equipment according to section 142 of the Highway Law, not to exceed \$2,000.00 without prior approval of the Town Board.

That all purchases of gasoline and oil, and all other supplies possible that can be obtained under the provisions of the agreement known as State contracts, be purchased in accordance with said contracts. These said purchases may be authorized through a local vendor if the price is the same or lower.

That the Town Board, pursuant to Section 29 (10A) of the Town Law, shall determine that the Supervisor shall submit to the Town Clerk within sixty days after the close of the fiscal year, a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law, and that the Town Clerk cause a summary of such report to be published within 10 days after receipt thereof in the official newspaper.

That the Town of Cobleskill pay to public officials mileage at the rate of fifty-six (\$.56) cents per mile for services performed in the exercise of their duties as Town Officers and Officials, the same to be a proper charge against the Town Section 102 of the Town Law.

That the Town join the Village in financing the local Youth Program as per contract.

To set up funds in any of the Town's depositories, the funds not to exceed \$100,000.00 per bank without proper collateralization.

Authorize the payment, in advance of audit, of claims for public utility services such as electric, gas, water, sewer, fuel oil, and telephone services, property liability, health and bond insurances, retirement, as well as for postage, freight, and express charges. That all contractual expenses be paid directly by the Bookkeeper. Claims for these payments shall be presented at the next regular meeting for audit.

Authorization of payments of Town claims by vouchers approved by the Department Head instead of notarized vouchers. Purchase orders are optional for use by Department Heads instead of opening up charge accounts with vendors.

Authorize the Town Highway Superintendent to post Tower Road and the top section of Settles Mountain Road without occupied residents as closing on December 1st and reopening on April 1st.

Funding for Town Officials to attend meetings, schools, conventions and seminars deemed necessary in accordance with Section 77B of the General Municipal Law with Town Board prior approval.

Readopt the Fee Schedule (revision date of August 13, 2012).

3. Authorize Tina Ward Shuart, Town Clerk, to attend the 2013 New York State Town Clerk Association, Inc., International Institute Municipal Clerks, and Association of Towns regional and annual meetings and the quarterly Municipal Clerk Association meetings.

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4. Authorization for the Town Clerk to destroy the following records according to New York State Archives MU 1 Schedule revised 2003.

- **Numeric Listing of Tax Roll: 2013**

Non-warrant copy of tax roll, when warrant copy is retained permanently.

MU 1 Schedule Revised 2003 Page 173 Section 2.[594]d. Retention: 1 year after filing

- **January - December 2007**

Abstract of Audited Vouchers	6 Years
Original Vouchers with Bills	6 Years
Correspondence (Fiscal)	6 Years
MU 1 Schedule Revised 2003	Page 64 Section 1.[275]
	61 2.[261]
	3 10[10]b.

- **Bingo 2007**

License	3 Years after expiration of license
Quarterly Reports	4 Years
Annual Reports	6 Years
MU 1 Schedule Revised 2003	Page 73 Section 1.[289] a,b,c

- **2007 Town Clerk and Tax Collector and Registrar of Vital Records:**

Monthly Reports	6 Years
Bank Statements	6 Years
Canceled Checks	6 Years
Correspondence	6 Years
MU 1 Schedule Revised 2003	Page 61 Section 1.[263]
	62 2.[264]
	72 1.[283]
	3 10.[10]b.

- **2007-2008 Tentative Assessment Roll:**

MU 1 Schedule Revised 2003	Page 173	5 Years after filing
	Section 2.[594] a	

- **2002 – 2003 Final Assessment Roll:**

MU 1 Schedule Revised 2003	Page 173	10 Years after filing
	Section 2.[594] b	

- **2010 Handicapped Parking Permits records:**

Permits, Applications & related records	3 Years after expiration
MU 1 Schedule Revised 2003	Page 187 Section 23.[634]

- **2007 Supervisor's Monthly Report**

MU 1 Schedule Revised 2003	Page 72	6 Years
	Section 1.[283]	

- **Election Records:**

2012 Candidate designation or nomination record 1 Year after election

2012 Informational records received from county board of elections
after superseded or obsolete

MU 1 Schedule Revised 2003	Page 35 & 36	Section 8.[182]	12.[186]
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- **Budget: 2007**

Preparation file for budget request or estimate submitted by department head, including but not limited to the preliminary or tentative budget, budget appropriation, estimates of revenues or expenditures,

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narrative of services, budget message, budget hearing and review files, and related records.

MU 1 Schedule Revised 2003 Page 63 Section 1.[51] Retention: 6 years

- **Annual Budget: 2007** When budget is included in minutes.
MU 1 Schedule Revised 2003 Page 63 Section 1.[54] Retention: 0 after officially recorded in minutes.

- **Insurance policies: 1998**

Insurance policy covering fire, theft, property damage, personal injury liability, general liability, insurance of property, when no outstanding claims are involved:

MU 1 Schedule Revised 2003 Page 76-77 Section 4.[299] Retention: 15 years after expiration, or until the report on examination is filed, whichever is later. (MU 1 Schedule states 6 years, Town Board adopted 15 years)

- **1995** Workers' Compensation and Employer's Liability Insurance Policy, when no outstanding claims are involved:

MU 1 Schedule Revised 2003 Page 78 – 79 Section 5.[300] Retention: 18 years after expiration.

- **Banking communications – 2007**

Including but not limited to bank statement, reconciliation, notification of voiding or returning of check, cancellation of payment, or other notice for checking or savings account.

MU 1 Schedule Revised 2003 Page 61 Section 1.[263] 6 years

- Canceled check (including payroll check), or other instrument of payment, such as bank check, warrant check, order check, order to fiscal officer to pay when used as a negotiable instrument, including voided checks. – **2007**

MU 1 Schedule Revised 2003 Page 62 Section 2.[264] 6 years

- Copy of check or check stub – **2007**

MU 1 Schedule Revised 2003 Page 62 Section 3.[265] 6 years

- Deposit book for checking account. – **2007**

MU 1 Schedule Revised 2003 Page 62 Section 5.[267] 6 years

- Deposit book for savings account. – **2007**

MU 1 Schedule Revised 2003 Page 62 Section 6.[268] 6 years

- Deposit slip – **2007**

MU 1 Schedule Revised 2003 Page 62 Section 7.[269] 6 years

- **Tax Payment Schedule: 2012**

MU 1 Schedule Revised 2003 Page 175-176 Section 2.[603] Retention:
1 year after superseded or obsolete

- Payroll records: **1958**

Year-end payroll, including detailed information necessary for salary verification for retirement and social security purposes.

MU 1 Schedule Revised 2003 Page 70 Section 1.[345] Retention: 55 years

- Employer's copy of the New York State income tax records relating to employees: 2007

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- MU 1 Schedule Revised 2003 Page 70 Section 19.[363] Retention: 5 years after tax was paid
- Employer's copy of Annual Federal Tax Return, Quarterly Federal Tax Return: 2007
MU 1 Schedule Revised 2003 Page 70 Section 16.[360] Retention: 5 years after tax was paid
 - Unemployment insurance reports: Claim payment reports: 2007
MU 1 Schedule Revised 2003 Page 92-93 Section 10.[373] c. Retention: 6 Years
 - Ledgers, Journals, and Accounting register 2007
MU 1 Schedule Revised 2003 Page 65 Section 1.[245] Retention:
2.[246] 6 years after last entry
3.[247]
4.[248]
 - Cash transaction record, Daily cash record, Abstract of receipts, trail balance worksheets,
disbursements, or claims 2007
MU 1 Schedule Revised 2003 Page 66 Section 5.[249] Retention: 6 Years
7.[251]
10.[254]
11.[255]
 - Tax Maps (Town and Village): 2013 Retention:
MU 1 Schedule Revised 2003 Page 171 Section 9.[587] c 0 after no longer needed
 - Dog Pound records covering individual dog disposition record, covering redemption, adoption, and
euthanasia of seized dog 2007
MU 1 Schedule Revised 2003 Page 32 Section 10. [171] b. Retention: 3 Years
 - Dog License original and renewal: 2007
MU 1 Schedule Revised 2003 Page 31 Section 2. [163] Retention: 3 years after expiration
 - Affidavit for spayed or neutered dog and veterinarian's certificate: 2007
MU 1 Schedule Revised 2003 Page 31 Section 3 [164]. Retention: 0 after obsolete
 - Replacement dog tag: 2007
MU 1 Schedule Revised 2003 Page 31 Section 4 [165] Retention: 1 year
 - Proof of Publication for the tax roll and warrant: 2007
MU 1 Schedule Revised 2003 Page 2 Section 8.[8] b. 6 years
 - **Legal Agreements:**
 1. Drug/Alcohol Screening Agreement with The Mary Imogene Bassett Hospital – Occupational Health **2007.**
 2. Fueling (Gasoline & Motor Diesel) contract with Cobleskill-Richmondville Central School District - **July 1, 2006/ June 30, 2007.**
 3. Snow and Ice Control Agreement with Schoharie County DPW – **2007**
 4. Office Space Lease Agreements **2007**MU 1 Schedule Revised 2003 Page 2 Section 6.[6] Retention: 6 years after expiration or termination or 6 years after final payment under contract, whichever is later.
 - Correspondence, and supporting documentation maintained in a subject file (generated or received by a local government), except correspondence that is part of a case file or other record series

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listed elsewhere in this Schedule.

b. - Containing routine legal, fiscal or administrative information

- **Correspondence from boarding municipalities in relation to GML § 239-nn 2009**
- MU 1 Schedule Revised 2003 Page 2 Section 10.[10]b. Retention: 6 years.

- Internal information record, including but not limited to calendars of appointments, office and travel schedule, memoranda and routing slips, routine internal reports, reviews and plans, used solely to disseminate information or for similar administrative purposes:

- Board of Assessment Review Member Listing: **2012**
- Report of Municipal Officials with Address Information requested by Office of Real Property Services **2012**
- Local Official Roster as requested by NYS Office of the State Comptroller **2012**
MU 1 Schedule Revised 2003 Page 5 Section 18.[18] 0 after no longer needed

- State or Federal-State reimbursement claim file, including but not limited to summary and detail of claim, worksheets and other supporting documents: **2007**

MU 1 Schedule Revised 2003 Page 64 Section 2.[277] 6 years

- **Freedom of Information records request file : 2012**

MU 1 Schedule Revised 2003 Page 104 Section 4.[409] a Retention: 6 months when request is granted

5. Appoint Delegate to the Annual Business Session of the Association of Towns of the State of New York. - Tina Ward Shuart, Delegate.
6. Authorize Town Supervisor to sign the Letter of Engagement with Jeffrey Haslun, CPA

NEW BUSINESS:

1. Motion to schedule a Public Hearing for January 13, 2014 at 7:30 pm on Local Law #1 of 2014- Number of Planning Board members and length of term.
2. Agricultural and Farmland Protection Plan discussion.
3. Discussion on the Court reorganization and security.
4. Agenda and Invoice deadline discussion.

Adjournment